

MAGIC Training Schedule

August 2018



DFA / MMRS will be holding the classes below (other classes will be scheduled at a later date). Registration must be completed within LSO and is based on a **first-come first-served basis**. For instructions on how to use LSO, please refer to the *LSO Employee Self Service* instructions on the [LSO webpage](#). The classes are listed in the *MAGIC* folder of the *Finance and Administration Catalog* in LSO.

Class materials will not be provided; therefore, if you would like to print them before class click the desired link below. The recommended pre-requisites for each course are also listed below.

LSO Code:	LOG210
Course Name:	LOG210: Strategic Sourcing
Date / Time:	Tuesday, August 21, 2018; 8:30 AM – 12:00 PM
Materials:	Class Materials
Recommended Pre-Requisites:	<ol style="list-style-type: none"> 1. LOG100: Logistics Overview (review the concept slides online) 2. The following e-learning courses: NAV801: MAGIC Overview and Navigation LOG801: MAGIC Procurement Overview and Navigation LOG802: Shopping Cart Processing

LSO Code:	LOG220
Course Name:	LOG220: Contracts
Date / Time:	Wednesday, August 22, 2018; 8:30 AM – 4:30 PM
Materials:	Class Materials
Recommended Pre-Requisites:	<ol style="list-style-type: none"> 1. LOG100: Logistics Overview (review the concept slides online) 2. The following e-learning courses: NAV801: MAGIC Overview and Navigation LOG801: MAGIC Procurement Overview and Navigation LOG802: Shopping Cart Processing 3. LOG210: Strategic Sourcing. If you are not able to attend this class in-person, please review the concept slides available in uPerform.

LSO Code:	LOG301
Course Name:	LOG301: Basic Fleet Management
Date / Time:	Thursday, August 23, 2018; 8:30 AM – 4:30 PM
Materials:	Class Materials
Recommended Pre-Requisites:	<ol style="list-style-type: none"> 1. LOG100: Logistics Overview (review the concept slides online) 2. The following e-learning courses: NAV801: MAGIC Overview and Navigation LOG801: MAGIC Procurement Overview and Navigation RPT801: Basic Reporting BAN800: Business Analytics – Basic User

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All of the classes will be held Classroom A of the Robert G. Clark Building at 301 North Lamar Street in Jackson. Entrance is only available via North Lamar Street.

Parking is available on the 5th floor or above of the Robert E. Lee parking garage, the parking lot behind the old Wright and Ferguson Funeral Home (corner of High & Lamar street), or metered parking around the building. DFA does not validate or pay for parking.

Food and beverages will not be provided. There are vending machines available in the building. No food or beverages are allowed in the training rooms.

IMPORTANT: You may receive several automatic emails from LSO. You are **not** officially booked in the class unless you receive an email similar to the one below.

Also, please know that if the maximum capacity for the class has been reached before you receive a confirmation you may receive an email / call from MMRS letting you know that you have not been booked in the class.

Dear

This is to confirm your booking for the course

Course	: Reverse Auction
Reference number	: E 50003257
Delivery method	: Instructor-led Training
Start Date	: December 05, 2017